



**Job Location:** 400 Deaderick Street – Nashville TN 37243

### **Director 4 – Child Care Services**

The Department's mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Division of Child Care Services is responsible for administering Child and Adult Care Licensing, Child Care Assessment (Quality Improvement Systems), Child Care Certificate Programs and oversight for the Child Care Development Fund quality contracts. This position is a full-time executive services opportunity.

#### **Position Responsibilities:**

- Under direction of the Community and Social Services Director of Operations, the ideal candidate will independently manage all aspects of the Division of Child Care Services
- Primary responsibilities will include Program Administration and Planning and secondary responsibilities include the role of State Administrator for the Child Care Development Fund (CCDF) which will require travel to regional, federal and national meetings as well as field staff visits
- In the role of State Child Care Development Fund Administrator, the Director will develop and administer the funding plan and budget
- Manage and monitor Child Care Development Fund quality vendors
- Management of three (3) Director 2 positions for the following program areas: Child and Adult Care Licensing, Child Care Certificate, and Child Care Assessment. The total staff for these program areas is 250 located throughout the state of Tennessee.
- Review, develop and implement policy and standards for each program area
- Actively network and collaborate with early childhood development professionals to include participation on relevant boards and councils
- Provide oversight for special initiatives as required

#### **Position Requirements:**

- Bachelor's degree preferably in Early Childhood Education, Child Development, Public Administration or another closely related field.

- 5 Years of staff supervision and program management experience with a major program is required. Professional experience is strongly preferred in Preschool/Elementary School Administration or leadership in Early Childhood Development programs

**Information regarding State of Tennessee benefits:**

<https://www.tn.gov/hr/topic/benefits>

**How to Apply:**

- Please submit resume and cover letter outlining your related experience to [talent.management.dhs@tn.gov](mailto:talent.management.dhs@tn.gov)

All email submissions must include in the subject line: **Director 4 Child Care Services**

- Target Salary \$80,000